

State of Alabama  
Personnel Department  
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[www.personnel.alabama.gov](http://www.personnel.alabama.gov)

Continuous Announcement

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## ECONOMIC DEVELOPMENT REPRESENTATIVE – 11357 BUSINESS DEVELOPMENT OPTION – 337

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Salary: \$43,339.20 - \$72,686.40  
Announcement Date: October 16, 2013  
Revised Date: January 7, 2015

### **JOB INFORMATION**

The Economic Development Representative (Business Development Option) is a permanent full-time position with the Alabama Department of Commerce. Positions are located in Montgomery, Alabama. This is professional project management work in support of local, regional, or statewide economic development activities for the purpose of recruiting and expanding industry in the state of Alabama.

### **MINIMUM REQUIREMENTS**

- Bachelor's degree from an accredited\* four-year college or university in economic development, geography, business administration, marketing, engineering, or a related field
- Three years of responsible economic development experience to include two years managing new or existing industrial/business client projects and providing overall guidance in locating or expanding industry
- To be on the promotional register, applicants must have current, permanent status as an Economic Development Representative Associate (11349) with the Alabama Department of Commerce.

### **NOTES**

- The required three years of responsible economic development experience must be within the past five years.
- A graduate degree in economic development, international relations, international business, or a related field will be allowed to substitute for one year of the required experience.
- On the reverse side of this announcement is a required questionnaire. You should attach the completed questionnaire to your application and return it to State Personnel. Applications without the questionnaire attached **will not** be accepted.

### **SPECIAL REQUIREMENTS**

- Applicants must possess a valid Alabama driver's license and must be able to obtain an international passport.
- Extensive, overnight travel is required for this job.

### **EXAMINATION**

- **Open-Competitive** to all applicants and **Promotional** to current state employees in the classification listed above
- Evaluation of **Training and Experience** as shown on the application and the questionnaire

### **HOW TO APPLY**

- Complete an Application for Examination Form available at [www.personnel.alabama.gov](http://www.personnel.alabama.gov), the above address, or any Alabama Career Center Office.
- Apply by mail or by fax. *Applications will be accepted until further notice.* The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

*Individuals currently on the register MUST reapply to remain eligible for employment.*

*Veteran's credits are NOT allowed on promotional examinations.*

**THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER**

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

\*Please refer to the State Personnel Department website or call us at 334-242-3389 for complete information on our policy for accepting post-secondary and advanced degrees.

## Economic Development Representative Experience and Willingness Questionnaire

For each question, please check "YES" or "NO." If you check "NO," proceed to the next question. If you check "YES," provide any additional information requested about your work experience.

- |  | YES   | NO    |
|--|-------|-------|
| 1. Have you provided responses to formal site selection requests (e.g., RFP, RFI)? | _____ | _____ |
| 2. Have you personally been accountable for establishing a full project itinerary? | _____ | _____ |

Frequency (circle one): Monthly   Quarterly   Yearly

Level (circle any that apply): Local   Statewide   National   International

- |  |       |       |
|--|-------|-------|
| 3. On what level have you provided overall project management in economic development? | _____ | _____ |
|--|-------|-------|

Local                      # of Months: \_\_\_\_\_

Regional                # of Months: \_\_\_\_\_

State                     # of Months: \_\_\_\_\_

National                # of Months: \_\_\_\_\_

International        # of Months: \_\_\_\_\_

- |  |       |       |
|--|-------|-------|
| 4. Do you have overall project management experience with recruiting new or expanding existing industry? | _____ | _____ |
|--|-------|-------|

New                      # of Months: \_\_\_\_\_      Percentage of Time: \_\_\_\_\_

Existing                # of Months: \_\_\_\_\_      Percentage of Time: \_\_\_\_\_

- |   |       |       |
|---|-------|-------|
| 5. Are you willing and able to acquire and maintain a valid Alabama driver's license with the legally required automobile insurance?  | _____ | _____ |
| 6. Are you willing and able to acquire and maintain an international passport?  | _____ | _____ |
| 7. Are you willing to travel by all means of public, private, and commercial transportation (i.e., plane, helicopter, train, bus, taxi, etc.) to destinations within Alabama, the US, or internationally?                             | _____ | _____ |
| 8. Are you willing to maintain strict confidentiality of information, records, reports, and files as outlined in agency policy, honor non-disclosure agreements, and keep information that is classified or confidential undisclosed? | _____ | _____ |
| 9. Are you willing to participate in excessive, frequent, and/or long-term travel, including nights and weekends, to various domestic and international locations?  | _____ | _____ |
| 10. Are you willing to work one-on-one with individuals of different race, gender, and nationality in non-traditional settings outside of the office, such as in private homes, vehicles, hotel environments, etc.?                   | _____ | _____ |
| 11. Are you willing and able to pay for necessary travel expenses for extended periods of travel or medical expenses in an emergency situation prior to reimbursement according to State of Alabama reimbursement policy?             | _____ | _____ |
| 12. Are you willing and able to furnish your own automobile for use on the job, if required? (Mileage will be reimbursed.)  | _____ | _____ |

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Last four numbers of SSN: \_\_\_\_\_